CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

At a Meeting of the Churchfield and Plawfield Internal Drainage Board hosted at the Middle Level Offices, March on Monday the 7th March 2022

PRESENT

S A Calton Esq (Chairman)	S A Calton Esq
D J W Boyce Esq (Vice Chairman)	D Cowling Esq
P Allen	Cllr C J Crofts
G D Boyce Esq	D J Lunn Esq

Miss Sam Ablett (representing the Clerk to the Board) was in attendance.

The Chairman enquired whether ALL Board members were happy for the meeting to be recorded. All members were in agreement.

Apologies for absence

Apologies for absence were received from M D R Fairey Esq and Councillor C N T Rose.

B.1150 Declarations of Interest

Miss Ablett reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

B.1151 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 8th March and 25th June 2021 are recorded correctly and that they be confirmed and signed.

B.1152 Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2021, viz:

Churchfield & Plawfield Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Churchfield & Plawfield Internal Drainage Board for the year ended 31st March 2021 has been completed and the accounts have been published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Churchfield & Plawfield Internal Drainage Board on application to:

The Clerk
Churchfield & Plawfield Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by: D C Thomas - Clerk to the Board

Date of Announcement: 6th September 2021

Annual Internal Audit Report 2020/21

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 28/06/2021 29/06/2021

Name of person who carried out the internal audit: Whiting & Partners

Signature of person who carried out the internal audit: M. Haydon - Whiting + Partners

Date: 29/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes / No / N/A		*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2021

and recorded as minute reference:

B.1146

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2020/21 for

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending 31 March 2020 £	31 March 2021 £	Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records
1. Balances brought forward	36,883	30,323	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	21,926	27,527	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	721	859	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	29,207	27,566	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	30,323	31,143	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	44,987	38,917	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	0	0	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 10th June 2021

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2021

as recorded in minute reference:

B.1147

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD – DB0017**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	PKF Littlejohn LLP	Date	05/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

RESOLVED

(i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 25th June 2021.

(ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.

b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2021, viz:

Whitings
Chartered Accountants LLP
The Old School House, Dartford Road
March, Cambridgeshire, PE15 8AE
t: 01354 652304
e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

MNH/BB/MM053
08 October 2021

Messrs. D Thomas and R Hill
Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH

Dear Messrs. D Thomas, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2020-2021

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2021, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

<u>General points</u>

1. **Annual Return – Guidance notes**
   We note that there has been a subtle change within the guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 from what was shown in 2019/20. Previously the guidance stated that "the authority **should** receive and note the annual internal audit report **<u>if possible</u>** before approving the annual governance statement and the accounts" this has been replaced by "the authority **should** receive and note the annual internal audit report before approving the annual governance statement and the accounts". As such whilst we are satisfied that all of the administered boards have previously and remain compliant in this matter, due to this not being something that the boards **must** comply with, we would strongly urge a review of the wording within any future AGAR's to ensure that, should this requirement come into force, you are able to adjust your plan of works in plenty of time. We would also request that should this take affect you contact us at your earliest convenience, so that we may tailor our own work programmes accordingly.

2. Asset Valuations and Insurances

We note that there are a number of boards which have had revaluations within the year on their pumping station assets and that these are now valued in excess of what has been included within the insurance valuations and the accounts/annual return. We appreciate that the accounts/annual return value must remain at cost/deemed cost however we would suggest that as soon as the results of these valuations come to light you seek to change the insurance valuation accordingly, we understand that in many cases these amendments are carried out at the point of annual renewal.

In some individual cases it is noted that residential properties have been revalued during the audited year, but the underlying insurance values have not been increased. We recommend that, as with pumping station assets, the insurance valuation is increased to reflect the current market value and thereby ensure that such assets are adequately insured.

Finally, it is noted that, whilst a large proportion of boards have taken the option to revalue for insurance purposes their pumping station and residential assets during the year, there are some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience.

We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major Board assets.

Client Comment:

All Boards are asked concerning valuations for insurances and it is a Board decision. Depending when the meeting is held and when the valuation is completed depends when the instruction can be given. However, once approved we look to update policies at that time. Where applicable, we are also looking into the viability of having certain values index linked but note that these will still need monitoring on a routine basis.

3. **Employee Benefits - Vehicle Usage, and VAT recovery**

In 2020 a high-level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicle should be classed as a van or a car for benefit-in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double-cab pickup as operated by some boards.

This case was ruled in favour of HMRC where the use of three of its vehicles (2 Volkswagen Kombis and a Vauxhall Vivaro) should be treated as cars, rather than vans for tax purposes. The Vauxhall had been modified in a number of ways and an additional row of seats and windows were added along with a bulkhead to ensure goods being transported could not enter the passenger area. Both the VW Kombi vehicles were fitted with rear seats and additional racking was required by the driver for business use, for the Kombi version 2 this required a rear seat to be removed for racking. The Court of Appeal ruled that the vehicles were not sufficient to differentiate between them and therefore they should all be treated on a similar basis for BIK purposes, each vehicle was multi-purpose and capable of transporting goods or passengers, but neither type of vehicle was 'primarily' suited to the carrying of goods as required by current taxation legislation s.115(2).

At this point in time (drafting late June 2021) no updates to the tax rules have been issued by HMRC in the light of the ruling and therefore we are unable to determine whether the current vehicles owned by each board and allocated to an employee will be classed as a van or car. And until HMRC include any such updates and guidance we are unable to determine whether the vehicles held by each board will be liable for a van or car BIK on employees where the vehicle is not operated as a depot-based Pool vehicle. This case also has potentially wider implications relating to recovery or not of VAT on the vehicle when purchased and in commercial settings capital allowances.

Client Comment:

We are aware of this position and have also been checking with HMRC but as yet they have not issued guidance that can be passed onto Boards. There are significant tax implications, both for employer and employee and will continue to monitor the position.

4. **Provisions**

We are pleased to note that, in the main; provisions for amounts owing to and owed from applicable boards, are being monitored and written back should the underlying potential asset/liability be extinguished. There are still odd cases where provisions are "brought forward and carried forward" that relate in excess of the standard life of debt, being 6 years. On review in some cases whilst the underlying rationale of these balances are reasonable, we would question whether payments could still be enforced if chased, aside from in relation to development contributions. As such we would encourage continued review of provisions as a whole, with special consideration being made to aged provisions that have existed for a number of years.

We would recommend that any such old debts or provisions (part from development contribution provisions), say over 3 years old, be presented at the Board meeting annually and approved.

Client comment:

As part of the year end accounts procedures, provisions are looked at and decisions made on an individual basis as to retain or to write back.

5. **Risk Management Policy and procedures**

We noted in the 2019 most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is now subject to a brief review each year which is duly recorded formally in the board minutes. After recommendation in the prior year's management letter, we are pleased to note that this processed has been carried out again for 2020 - 21.

The COVID-19 pandemic is, hopefully, the greatest challenge many of us will face in our lifetime. In the face of adversity there is also opportunity to embrace this emerging "new normal" and such an event should allow us to take a step back and look at the policies and procedures that underpin the organisation. With this in mind we would urge greater breadth of coverage of policies and procedures to include consideration and action points in relation to areas such as climate change, global pandemics, and disaster action & recovery – at the time of writing we are not aware of such bigger policy being in existence.

It may also be helpful to revisit and enhance appreciation by way of visual colour coding of the RAG rating numbers to better differentiate between the varying levels of risk and consequence. We would expect to see low risk items being colour coded green, middling items colour coded yellow and high-risk items in red.

Risk Management Policy and procedures - continued

<u>*Client comment:*</u>

Risk management is an evolving matter and we will continue to look at emerging risks and having effective policies concerning these and although no formal policies are in place at this time the matters you have mentioned have been under consideration. With regards to the existing policy, consideration will be given to updating the matrix when either next revised or reviewed.

6. Website Publication

We note that there has been, for a number of years, significant information available to the public. We note that for some boards the latest information does not appear to have been updated, for example in one case the 2019/20 payments list was still published when the 2020/21 payments list should have been displayed. We would recommend that all items are updated promptly on the website once the meeting has been carried out.

<u>*Client comment:*</u>

Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations. It should be noted that the JPAG requirements for display appear to differ from those of audit requirements so while not necessarily aligning both requirements could be met. (This matter is being looked into for further guidance).

7. Capital works

Currently the definition of capital works is limited to new items e.g., a new culvert but works involving a repair or maintenance will be wholly written out in the year even though there may be a not insignificant element of improvement involved.

8. Capital assets

Following on from item 7 above it follows those assets may be unrecognised in the Accounts of the Boards and not appear in their Assets register. In view of greater Government and public interest and concern for environmental and climate change factors, should the 'value' of the basic drainage system be recognised beyond the pumping stations and equipment? This may be important in future years in order to factoring a fair proportion of potential future national Government funding.

Capital assets - continued

<u>*Client comment:*</u>

Comment has been noted. While Boards own pumping facilities and their footprint they do not (generally) own the watercourses, designating the arterial system for maintenance. This is probably a matter that could be discussed on an "industry wide" level, maybe through ADA by its policy and finance committee to ensure, if recognised, would provide a uniform approach across the country.

9. Budget figures

We note that Budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairmen of individual Boards are given opportunity to request updated Budgets after the half year point for the remainder of the year and distribute to Board members if they feel it appropriate due to circumstances to date or anticipated during the year.

<u>*Client comment:*</u>

As part of the finance regulations, we are required to carry out a budget monitoring exercise during the course of the year. For those Boards that have a relevant meeting, this is reviewed by the Board at their autumn/winter meeting. For all other Boards the monitoring exercise is completed as at the end of the calendar year, at this point the majority of the drain maintenance works have been completed, as would be any planned maintenance works at pumping stations. The expenditure to-date is then forecast to the end of the financial year and compared to the budget and initially sent to the chairman for review. Depending on the outcome of the monitoring exercise depends on whether it is considered appropriate to hold an emergency meeting. However, it is likely that if there were an extraordinary event the Board would be aware "in real time" and appropriate action taken at that point. It is not policy to update budgets depending on levels of expenditure but to use these as comparative to analyse variances of actual expenditure against.

Specific Points

Sutton and Mepal IDB

See item 2 above – residential property value

Hundred of Wisbech IDB
See item 6 above

Conington & Holme IDB
See item 9 above

Client comment (Conington & Holme IDB):

The "overspend" against budget related to additional drain maintenance works that were required and a breakdown at the pumping station which occurred after the monitoring exercise had been completed. These events were managed at the time and appropriate action taken when setting the following years rate.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement
As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB; due to the substantial rainfall pattern in late 2020-21 this amount was more significant than normal

Waldersey IDB – Debtor	38,459.99
Hundred of Wisbech IDB - Creditor	47,997.84
Difference	**9,537.85**

This difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, therefore a provision having to be included within the former's books before more accurate figures become available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech but in the short term could be considered slightly misleading.

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we wonder whether there is scope to bring the meetings and account preparation periods in line to address this issue.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement - continued

Client comment (Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement):

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by the Hundred of Wisbech Board, whose meeting is held first. In completing their accounting statements they requested that, due to the impact of the winter rainfall event the new proposal be used in calculating the contribution. When the Waldersey Board held it's meeting no changes had been approved at therefore the existing contribution calculation was used in their accounting statements. With regards to the Hundred of Wisbech creditor, these "old balances" will be written back during this financial year. There are no current plans to change meeting dates so there will remain a creditor/debtor position in both sets of accounts although now settled, this should be cleared, generally a year in arrears.

Other Matters

As you will already be aware our firm underwent a change of business name from Whiting & Partners to Whitings LLP, with effect from 1 October 2021. As the world and our practice move forward, even in these challenging times towards a “new normal”, we have also decided to rebrand and change our look to promote this.

As provided for under the clauses of our existing Terms of Business ongoing engagements under our standard Whiting & Partners Terms and Conditions remain unchanged and have rolled over seamlessly into Whitings LLP; these are available on our new and improved website www.whitingsllp.co.uk

We are immensely proud of the work we continue to do with you at Whiting and we would like to take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines, especially in light of the operational challenges posed to us all by the ongoing COVID-19 pandemic.

Yours sincerely,

Whitings LLP

Whitings LLP

B.1153 Election of Board Members

Miss Ablett reported that the term of office for the elected Members of the Board would expire on 31st October 2022 and submitted the proposed register of electors which is applicable to the 2022 election.

RESOLVED

That the Register be approved.

B.1154 Anglian Water - Culvert at Points 35-36

Further to minute B.1116 Miss Ablett reported the Consulting Engineer had confirmed Anglian Water had removed the dam by hand last year so the flow of water in the watercourse was no longer restricted.

She advised that at that time, the presence of a badger set in the side of the watercourse near to Point 36, had been identified, and the material excavated by the badgers had blocked the drain and restricted the flow once again. She added it had been hoped Anglian Water would remove the dam with machinery and whilst there they could remove the material at the same time, but unfortunately the work had been carried out manually.

Miss Ablett reported that the Conservation Officer had advised that if work was carried out on the opposite bank the material could be removed, but the badger set itself must not be disturbed.

RESOLVED

That the Consulting Engineer contact Anglian Water and request that they carry out the works to the culvert at Points 35-36 as a matter of urgency.

B.1155 Contraventions of Byelaws

a) Access Strip – Points 48-49

Further to minute B.1117(b) Miss Ablett reported that both the nursery plants and the rabbit wiring had been removed by Mr Clifton.

b) Development on land to the east of Church Field, south west of 54 Well Creek Road and east of Baldwins Drove, Outwell – Mr J Vickers (MLC Ref No. 604)

Further to minute B.1117(c) Miss Ablett reported that following the last Board meeting a letter had been sent to the applicant's agent requesting submission of the appropriate documents relating to consent for the disposal of surface water/treated foul effluent. She advised that despite the applicant's agent confirming that construction remained on-going, no documents had been received. Miss Ablett enquired how the Board wished to resolve this on-going matter.

Councillor Crofts reported that the applicant had not yet been given planning permission for change of use to residential and the enforcement team were looking into the matter. He advised the applicant was appealing the planning decision and no doubt his agent would be dealing with this on his behalf.

The Chairman advised that the only matter the Board should be considering is the proposal for disposal of surface water/treated foul effluent from the site.

Members considered that if a reply to the Board's letter was not received in the very near future a strongly worded letter should be sent to the applicant's agent, requesting submission of the appropriate documents as the work had commenced without the Board's consent.

RESOLVED

That a strongly worded letter be sent to the applicant's agent, requesting submission of the appropriate documents relating to consent, as work had commenced without the Board's permission.

B.1156 District System Sections 42-40

Further to minute B.1118 the District Officer reported the Board could gain access to both sides of the drain, although there was a small stretch that could not be reached. He further reported that although the drain was being maintained, the flow of water was being restricted and agreed to continue to the monitor the position and report back to the Board.

B.1157 Flooding and Drainage Matters at Upwell Health Centre Car Park, land east of New Road, south of Townley Close, north of Listers Road, Upwell (MLC Ref No 602)

Further to minute B. 1119, Miss Ablett referred Members to the Consulting Engineer's report. She advised the homeowners had cleared part of the private drain and the Council, together with Mr Bradley, another landowner, had agreed to clear their respective sides of the private drain, which would assist with drainage of the channel. She confirmed a notice would be sent to Mr Bradley shortly.

Miss Ablett advised the Assistant Clerk/Solicitor had advised the Board was not responsible for connecting the private ditch to the Board's drain. She confirmed a further meeting had been arranged with the working group on 4th April and enquired how the Board wished to resolve the on-going matter relating to the 300mm pipe crossing 37 New Road.

The Chairman agreed that as it was a private drain it was the landowner's responsibility to connect their drainage to the Board's drain. He added that if the pipe had been destroyed by a third party it was still the riparian owners' responsibility to dispose of their water responsibly. He reported the Borough Council, who owned at least half the site, have no statutory powers but the Board does have powers under its Byelaws, so the Board had offered to manage any works. The Board had previously carried out a survey incurring significant costs, in order to ascertain whether the problem was a matter for the Board, and the Assistant Clerk/Solicitor was trying to obtain payment from the relevant parties, as was promised by some. He further advised that should the residents request any assistance with the design and construction of a connection, the Board would be willing to manage the work and charge the residents accordingly, however the Board would not be undertaking any of the work.

Members agreed the Working Group should be advised the matter was not the Board's responsibility however, should residents require any assistance the Board would be happy to help, but at a cost to the residents.

RESOLVED

That a letter be sent to the Working Group advising the connection of the pipe was not the Board's responsibility however, should residents require assistance with the design and construction of a connection, the Board would be happy to assist, but at a cost to the residents.

B.1158 Sulivans Dam

Further to minute B.1120, the District Officer reported that the removal of the two of the dam boards from Sulivans Dam had been the right decision as the remainder of the Board's system had benefited. The Chairman confirmed this matter would be revisited should there be any concerns raised by the current farmer.

B.1159 Clerk's Report

Miss Ablett reported: -

i) COVID-19 Actions

That due to the risk of COVID-19 mutations appropriate measures are being put in place, revised and reviewed as per government advice and using activity-based risk assessments.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a seventh Chair's Meeting was held on the 2nd November 2021.

The meeting covered a wide variety of matters likely to affect IDBs. A summary of the key points and resolutions follows;

a) The MLC Chair introduced the meeting and took the opportunity to warn those present that government were pushing for land in this area to be set aside to mitigate the impacts of climate change. In this respect there was concern that the data underpinning this move was out-of-date and inadequate and that there was a risk that no proper account would be taken of the storage effects of the land as it is currently managed compared to how it might react if managed as wetland.

b) To better fit in with the farming calendar the annual safety audits carried out by Cope are to be moved to January and February. In response to a question from the floor, Chairs were advised that it is ultimately the Board and not the MLC's responsibility to manage safety at Board owned assets, although the MLC will assist where they can.

c) Chairs considered that it was considered important that IDBs and the MLC have a policy on climate change. It was felt likely that this will become increasingly important as pressure mounts for action to be taken. In this respect the Clerk advised that the MLC intended to carry out a baseline assessment of its carbon footprint which would then be used to underpin plans for reductions in $CO2$ release and for mitigation. This model would be made available to those IDBs which wished to follow a similar path. Once what could be reasonably achieved has been defined a policy to steer implementation would be produced. Obviously, the aim will be to achieve net zero or as close to it as can be realistically and practically be achieved.

d) The Chief Executive outlined the work of WRE, including the regional reconciliation of water supply just carried out, the proposals for two new reservoirs (one in Lincolnshire and one in Cambridgeshire) and the future plans for water security providing a 1 in 500 year level of drought tolerance for potable water supply. On this latter point he advised that he had been pushing hard for the needs of agriculture to be taken into account, noting that wet farming and environmental targets for farming would require extra water in this region. Also, he considered that separating agricultural need from environmental need was an error and failed to recognise the close tie between the two.

e) It was reported that it seemed increasingly likely that despite lobbying MPs and Defra it will be the case from the 1st April 2022 that IDB's will lose access to red diesel for anything other than powering generators and for heating. This will increase costs and will present problems with the use of contractors who also work for agriculture which will have an exemption, hence can continue to use red diesel in plant.

f) On member training it was agreed that the MLC would set up a Zoom type seminar running several of the ADA video training sessions back-to-back. All members of all MLC administered IDBs would be invited and attendance will be recorded. This was seen as the most efficient way of delivering the training that Defra expects members to have undertaken.

g) For the next round of IDB meetings, the MLC website secure pages will be used for Board meeting documents. Members will be sent links to the appropriate webpage with a password. The documents can then be downloaded whenever it is convenient to do so. **MEMBERS WILL BE ENCOURAGED TO FOLLOW THIS ROUTE RATHER THAN REQUIRE PAPER COPIES OF DOCUMENTS**. In exceptional circumstances – for example for those members without email addresses - a paper copy of the relevant documents can still be printed off, bound and sent out. The use of the Microsoft Teams software is also to be explored for future years.

h) GDPR was discussed and it was resolved that for internal matters, or where working with partner organisations all email addresses will be visible to allow members to see who has knowledge of the matter under discussion. All external communications will normally be blind copied unless there is a need to show the address or the address is already known (for example when a member is passing on a query he or she has received themselves). It was also agreed that the website could continue to show names and primary contact numbers as long as addresses were not identified.

iii) Applications for Byelaw Consent

That the following applications for consent to undertake works in and around watercourses have been approved and granted since the last general meeting of the Board;

Mr C Crofts	Retrospective installation of culvert approx 4m long and 150mm dia – private watercourse off Lowside	06/04/21
Miss Y Parfett	Installation of permanent precast concrete headwall and outfall pipes to serve the menage water system.	20/07/21
UK Power Networks	Installation of underground 125mm plastic twin walled rigi duct to house electricity cable – Points 14 and 15 at Justdogz Kennels	10/8/21

iv) Association of Drainage Authorities

a) Annual Conference

That the 84th Annual Conference of the Association was held on Wednesday the 10th November 2021.

The Conference was once again held virtually and was split into two parts; the Conference in the morning and AGM in the afternoon. It is expected that, whilst in future years it is hoped to return to a face-to-face format, the clear separation between conference and AGM is likely to be retained.

Speakers this year included Rebecca Row MP (Parliamentary Under Secretary of State – Defra), Dieter Helm (economist) and Lord De Ramsey (then President of ADA).

Topics covered included the challenges of climate change and the need to step up to the plate in delivering on the aim to achieve a net zero target as soon as possible, the importance of partnership working and the importance of agriculture in feeding the nation. The latter included the need to better educate the population, who clearly desire to move forward on delivering climate change and ecological objectives, but do not fully appreciate the role of agriculture, its real impacts or even properly understood where and how food is sourced. One example given that challenged a common assumption that agriculture was bad for the environment was that recent monitoring of CO_2 release had shown that a well irrigated peat field of onions released less CO_2 than adjacent dry grassland.

In his speech Lord De Ramsey announced that he was stepping down as President and that his place would be taken by Henry Cator. He was warmly thanked by ADA for his many years of service and was presented with a painting by an artist which it is known he admires. Henry spoke about how pleased he had been to be invited to take over the role and that he looked forward to working with ADA to meet the future challenges of the industry.

The AGM that followed gave an update on the work of ADA, noting the likelihood that, despite vigorous lobbying, the expectation was that from 1st April 2022 IDBs would no longer be able to use red diesel for anything other than heating or to run generators. This will impact on costs and will provide challenges to the continued use of agricultural contractors. The passing of the Environment Bill was touched upon which will release barriers to the formation of new IDBs and will also provide opportunities for IDBs to explore extending their boundaries if it was clearly beneficial to do so. Innes Thomason spoke on the work of ADA and the consultations ADA had responded to, including proposals to extend beaver introduction and a water abstraction licencing charging review amongst other things. Finally, it was reported that the ADA Board had agreed to a 1% rise in subscriptions for the 2022/23 year and noted that with inflationary pressures a higher increase should be expected next year.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held on Wednesday the 9th November 2022, venue to be decided.

c) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 1st March 2022.

d) Updating IDB Byelaws

Further to minute B.1074, ADA has advised that there was an error in the Model Byelaws relating to a Penalty Notice which referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and, as such, is a simple correction. There is no requirement either to readvertise, or seek Defra approval and the version now uploaded to the website is the corrected one.

v) Environment Act

In November 2021 Defra announced that the Environment Act became law. The stated aim of this Act is to improve air and water quality, tackle waste, increase recycling, halt the decline of species, and improve the natural environment. However, the Act also includes powers (specific to IDBs) which amend the Land Drainage Act 1991, addressing the technical issue of missing or incomplete data, which is preventing existing internal drainage boards from expanding and new ones from being established. Defra have stated that they will be working on the associated secondary legislation over the coming year and will be engaging with IDBs through ADA on this.

vi) National Drainage Show & Floodex 2022

That the National Drainage Show & Floodex 2022 will be held at ExCel, London on the 23rd and 24th November 2022.

B.1160 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineer, viz:

Churchfield & Plawfield I.D.B.

Consulting Engineers Report - February 2022

Flooding adjacent to Upwell Health Centre, Townley Close, Upwell

This matter will be dealt with under a separate Agenda item.

Planning Applications

In addition to matters concerning previous applications, the following 20 new development related matters have been received and, where appropriate, dealt with since the last meeting:

MLC Ref.	*Council Ref.*	*Applicant*	*Type of Development*	*Location*
636	21/00210/O	Mr M Russell	Residence	Dovecote Road, Upwell
637	21/00209/O	Mr M Russell	Residence	Dovecote Road, Upwell
638	21/00232/F	Mr T Campion	Residence (Extension)	Small Lode, Upwell
639	21/00624/RM	Mr A Clarke	Residence	New Road, Upwell
640	21/00547/F	Ms Justine Watts	Agricultural/Equestrian (Storage)	New Road, Upwell
641	21/01020/F	E Morton & L Matthews	Residence (Extension)	New Road, Upwell
642	21/01305/F	Mr B Cunningham	Commercial (Storage)	Small Lode, Upwell
643	21/01258/O	Mr R Starr	Residential	Small Lode, Upwell
644	21/01351/F	All Square Properties Ltd	Residential (4 plots)	School Road, Upwell
645	21/01494/F	Miss L Hedderley	Residential (Retrospective) (2 outbuildings)	New Road, Upwell
646	21/01718/RM	Mr D Johnson	Residence	New Road, Upwell
647	21/01459/F	Mr A Newton	Residence	School Road, Upwell
648	21/01723/F	Upwell Playing Field	Leisure (Pavilion)	New Road, Upwell
649	21/01852/F	Mr K O'Brien	Residence (Extension)	Small Lode, Upwell
650	21/01847/F	Mr Wagg	Residence (Extension)	New Road, Upwell
651	21/01976/RM	Mr & Mrs A Yeoman	Residence	Dovecote Road, Upwell
652	21/00557/F	Mr & Mrs Brooks	Residence	St Peters Road, Upwell
653	21/01171/F	Mr McDonagh	Traveller Site (5 caravans/mobile homes and amenity building)	Small Lode, Upwell
654	21/02191/F	Mr A Mason	Agricultural	Baldwins Drove, Outwell
655	21/02299/F	Mr R Henry	Residence (Extension)	Pinfold Road, Upwell

Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters

From the information provided it is understood that all the developments propose to discharge surface water to soakaways, infiltration devices and/or Sustainable Drainage Systems (SuDS). The applicants have been notified of the Board's requirements.

Upwell Playing Field chose to use the Infiltration Device Self-Certification procedure for surface water disposal from a side extension to the pavilion at New Road, Upwell (MLC Ref No 648) and, in doing so, agreed that if the device was to fail in the future, the land owner would be liable for any remedial works to rectify the situation.

No further correspondence has been received from the applicants or the applicants' agents concerning the following developments and no further action has been taken in respect of the Board's interests.

- *Bungalow, side extension and new garage at 28 Well Creek Road, Upwell – W Buzzard* (MLC Ref No 188) *& Ms A Alexander* (MLC Ref Nos 566, 574 & 575)

- *Residential development consisting of twenty six properties, site access and internal road - Maxey Grounds & Co* (MLC Ref No 479)*; Reserved Matters Applications: plot 1 – Mr L Willis (MLC Ref No 541); plot 2 – Mr Clarke* (MLC Ref Nos 559 & 573)*; plot 3 - Mr & Mrs Wiles* (MLC Ref No 542); *plot 4 – Mr & Mrs Lunn* (MLC Ref No 553)*; plot 5 – Mr & Mrs Rawnsley* (MLC Ref No 562)*; Affordable housing for plots 6, 7, 10, 11 and 13 – The Hollies (Upwell) Ltd* (MLC Ref No 516)*; plot 8 – Mr P Stead* (MLC Ref No 571)*; plot 9 – Mr G Thomas & Miss Fitzpatrick* (MLC Ref Nos 529, 538 & 548)*; plot 12 – Mr S Waite* (MLC Ref No 582)*; plot 13 – The Hollies (Upwell) Ltd* (MLC Ref No 555)*; plot 15 – M & A Developments* (MLC Ref No 578)*; plot 16 – Mr & Mrs Yeoman* (MLC Ref No 564)*; plot 17 – Mr & Mrs Wiles* (MLC Ref No 572)*; plot 23 – Mrs L Connolly* (MLC Ref Nos 558 & 576)*; plot 24 – West Norfolk Homes Ltd* (MLC Ref No 565)*; plot 25 – Dr N Walters* (MLC Ref No 584) *on land to the south of 21 to 42 St Peters Road Upwell*

- *Proposed residential development of 4 new dwellings at land south of Plawfield, Back Drove, Upwell – Fountain Developments (Anglia) Ltd (MLC Ref No 505) & Fountain Construction (Anglia) Ltd (MLC Ref No 618)*

- *Re-development of existing bus garages at D Hircock, School Road, Upwell – Messrs W Hircock, L Pears & C Parsons* (MLC Ref No 512)

- *Construction of a new highway access and associated culvert at 167 N*ew Road, Upwell – Pro Edge Plant Hire (MLC Ref No 537)

- *Residential development on land to the east of Main Road, Three Holes – Fountain Construction (Anglia) Ltd* (MLC Ref Nos 539 & 540)

- *Construction of an annexe to a House of Multiple Occupancy at Cranligh House, 48 Listers Road, Upwell, - Mr & Mrs Lawrence (MLC Ref No 603)*

- *Proposed 2 self-build plots on land to the south west of 83 Baptist Road, Upwell – Mr D Lawrence (MLC Ref No 613)*

- *Initial enquiry for residential development of 39 plots for affordable housing at land off St Peter's Road, Upwell to the rear of previous Blunt's Orchard development – Client of ADC Infrastructure (MLC Ref No 619)*

In view of the absence of recent correspondence and any subsequent instruction from the Board it will be presumed, unless otherwise recorded, that the Board is content with any development that has occurred and that no further action is required at this time.

Further to the last Board Meeting could it be confirmed that Minute B.1122 Consulting Engineers' Report, including planning and consenting matters item iii) Developments MLC Ref Nos. (188), (566, 574 & 575), (309, 338, 375, 461, 551 & 568), (445 & 536), (446), (479), (541), (559 & 573), (542), (553), (562), (516), (571), (529, 538 & 548), (582), (555), (578), (562), (572), (558 & 576), (565), (584), (512), (539 & 540), (603) should read:

"That **no** further action was required on these developments at the current time."

Developments at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309, 338, 375, 461, 551, 568 & 640)

During March a planning application for the erection of an agricultural/equestrian store for machinery, tractors, bedding and feed was submitted to and subsequently approved by the Borough Council.

The FRA prepared by Ellingham Consulting Ltd Ref ECL0455/TRUNDLEY DESIGN SERVICES dated March 2021 that forms part of the submission documents advises that:

> "Surface water at the site drains naturally through soakaway and hence to the IDB drain system."

and the application form advises that:

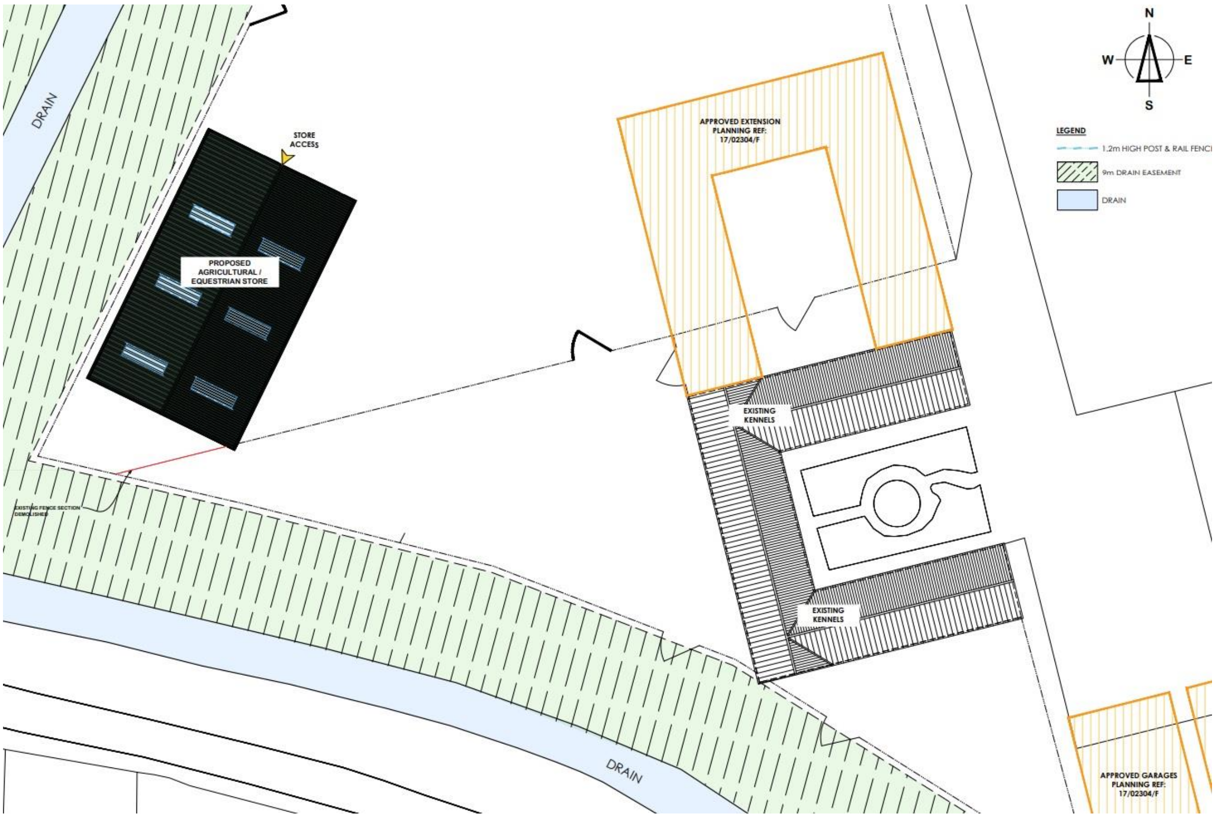
> "surface water disposal will be to soakways."

Neither the Officer's Report nor the Decision Notice specifically refer to either the adjacent District Drain, the Board or its requirements.

As can be seen from the following extract the plan infers that the Board's maintenance access strip is measured from the water's edge rather than the channel brink. It is also understood that several items have been placed within the maintenance access strip. Members will be aware that the Board's Byelaws include the following:

“15. Banks not to be Used for Storage

No person shall use or cause or permit to be used any bank of any watercourse for the purpose of depositing or stacking or storing or keeping any rubbish or goods or any material or things thereon in such a manner as by reason of the weight, volume or nature of such rubbish, goods, material or things causes or is likely to cause damage to or endanger the stability of the bank or channel of the watercourse or interfere with the operations or access of the Board or the right of the Board to deposit spoil on the bank of the watercourse.”



Extract from David Trundley Design Services Limited Drawing No. 21-P12-PL002B

<u>**In view of the above, the Board may consider it appropriate to ensure that no encroachment occurs.**</u>

Re-development of redundant commercial land to provide 4 new dwellings on land south of 31 School Road, Upwell – Mr D Masters (MLC Ref Nos 351, 445, 536) + *All Square Properties Ltd* (MLC Ref No 644)

Further to the last Board Meeting a completed Infiltration Device Certification and Checking Service application form was received from the applicant’s consultant, Engineering Support Practice Ltd (ESP). The submission documents were checked and it was considered that the permeable paving has been designed to store the volume for a 1% Annual Exceedance Probability (AEP) ,1-in-100-year storm, event together with an allowance of 40% climate change with no overflow proposed to local watercourses which will be an improvement on the concrete hardstanding at the site. ESP was advised that if the device was to fail in the future, the land owners would be liable for any remedial works to rectify the situation.

Developments at Fountain Foods Ltd, New Road, Upwell – Fountain Foods Ltd/Anglia Growers (MLC Ref Nos 365, 405, 421, 436, 472, 476, 543, & 627)

(a) *Erection of canteen, training room and staff facilities - Fountain Foods Ltd* (MLC Ref No 627)

In accordance with the Board's resolution made under Minute B.1122 Consulting Engineers' Report, including planning and consenting matters item iv) Development at Fountain Foods Ltd, New Road, Upwell – Fountain Foods Ltd (MLC Ref No 627) - Erection of canteen, training room and staff facilities an "advisory" letter has recently been issued together with a request to the Borough Council to enter an appropriate note on the Local Land Charges Register.

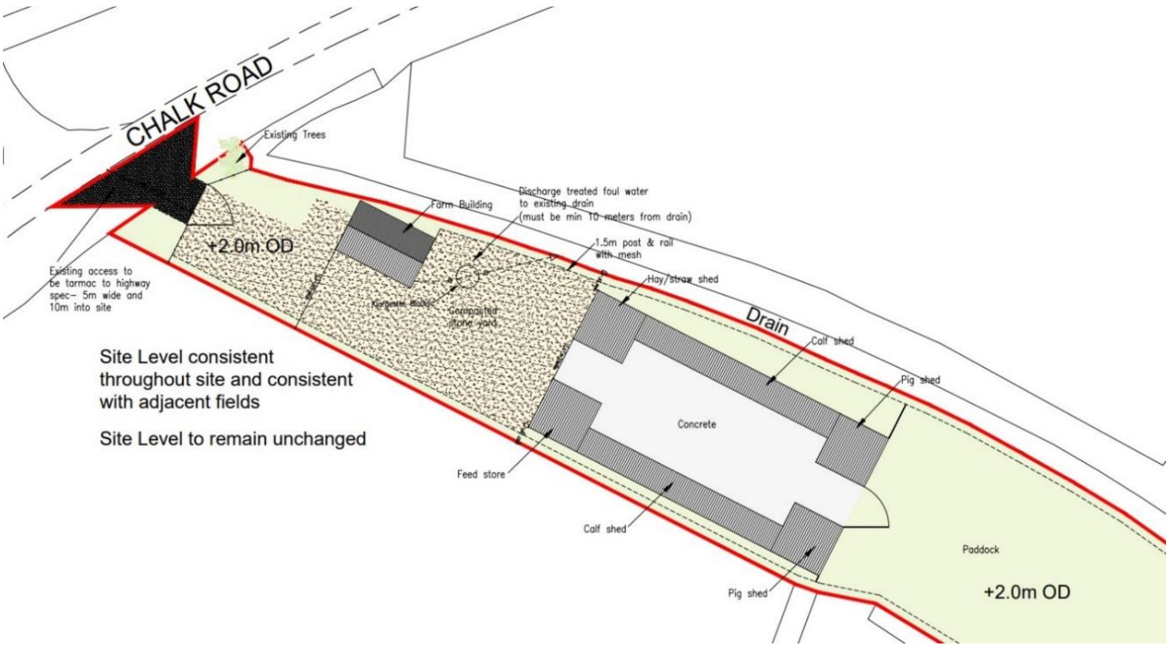
Erection of Agricultural Buildings on land at Baldwins Drove, Outwell – Mr A Mason (MLC Ref Nos 495 & 654)

Further to the Board's 2016 Meeting Report, a planning application was submitted to the Borough Council for the erection of agricultural buildings to raise livestock for the purpose of slaughter. The site is at the south eastern end of Baldwins Drove near the Board's Drain at Point 44.

The Design & Access Supporting Statement dated November 2021 prepared by Peter Humphrey Associates Ltd (PHA) that forms part of the submission documents advises that:

> "Drainage
> Surface water discharge - drains naturally. Foul water drainage - WC will discharge waste to a Klargester BioDisc and then into an existing drain."

As can be seen from the following extract from the Proposed Layout Plan the proposal fills the site boundary and, if developed, will constrain access to the adjacent open watercourses.



Extract from Peter Humphrey Associates Ltd Drawing No. 6417/SK01

Perhaps not unsurprisingly there has been considerable opposition to this proposal and it is understood that the Borough Council is minded to recommend refusal. From an e-mail trail available to view on the Council's web site it is noted that in response to a suggestion that:

> "If you want it to be determined at Planning committee then an option is to withdraw the application, re-submit, then request it to be called-in to the local planning councillor."

The applicant's agent advises that:

> "No need to withdraw - Please let this run and determine the application"

At the time of writing a decision is awaited by the Borough Council.

A letter of concern has been received from a local resident and is currently being dealt with.

Residential development and new access on land to the east of New Road, south of Townley Close and north of Listers Road, Townley Close, Upwell – Messrs S & J Bradley (MLC Ref Nos 498 & 513) and *Woodgate Developments Ltd* (MLC Ref No 602)

Members will be aware of the flooding problems experienced in the area (as discussed in previous meeting reports and earlier in this report), and are referred to the Agenda item on issues at Townley Close.

Further to the last Board meeting discussions with the relevant parties have been ongoing concerning the clearance work to the watercourse. A working group consisting of representatives from the Borough Council of Kings Lynn & West Norfolk, Norfolk County Council and Freebridge Community Housing with representation by the Board's Chairman, Clerk and Consulting Engineer has been established.

Acting as agents on behalf of the Borough Council, as the owner of the channel alongside the Health Centre car park, quotations for clearance work to the full length of the watercourse, including replacement of the inlet to the pipe crossing at 37 New Road were obtained from suitable contractors. Letters were sent to the relevant adjoining land owners highlighting their responsibilities and outlining the intention for the cost of the work to be recovered from them.

Subsequent to the receipt of the above letter a meeting was arranged between the occupants of 37 New Road and the Clerk and Consulting Engineer to discuss this matter. The issue relating to the pipe that crosses at 37 New Road to connect the watercourse to the Board's 450mm diameter pipe was discussed. The new owner of number 37 stated that there is no pipe across his land. He advised he had been in discussion with the contractor who installed the foul pump manhole in the driveway who has stated they did not encounter a pipe when installing the manhole. This contradicts ADC Ltd's inspection which identified a 300mm pipe connection to the Board's 450mm pipe at the upstream end. However, it is worth noting that this 300mm pipe has not been traced to determine the line of the pipe and how far it extends.

From these discussions it was concluded that the connection between the watercourse to the rear of Townley Close and the Board's 450mm pipe no longer exists. A further inspection of the 300mm pipe was undertaken in January to take advantage of the Borough Council's gully clearance contractor carrying out works in the area. The contractor rodded the 300mm pipe from the inspection chamber at the upstream end of the Board's 600mm pipe but only managed to reach a few meters into the pipe before it became apparent the pipe is blocked. It is therefore concluded that the original 300mm pipe crossing 37 New Road is no longer providing a connection between the open watercourse and the Board's pipe.

The owner of 37 New Road also highlighted a further issue with the volume of water discharging off the highway into the watercourse. This was most notable following the heavy rainfall experienced during the winter of 2020/21. Video footage of heavy rainfall flowing off the highway was subsequently provided to highlight this issue. This has been raised with the County Highways' officer, although it has been confirmed that the County

Council's records only show a short section, comprising two gullies, discharging to the Townley Close watercourse.

It has also been noted that a planning application, submitted by E Morton & L Matthews, (Borough Council Ref 21/01020/F; MLC Ref No 641) was granted permission in July 2021 for a single storey rear and side extension and detached garage following removal of the existing garage and lobby at 37 New Road. As a "Householder Application" no details relating to the surface water drainage proposals for this development have been provided.

After the meeting with the occupiers of 37 New Road the Clerk and Consulting Engineer took the opportunity to inspect the watercourse alongside the new development and were met by several of the residents of the new bungalows. During a discussion the residents advised they had carried out works to clear the channel of debris and had carried out varying degrees of cutting and clearance of the trees with one resident having completely removed all trees from the channel profile in front of the property. However, the silt within the middle section has not been removed from the channel bed and this will result in some ponding of water within the upper Health Centre carpark section of the watercourse unless it is removed.

The above work by the residents has changed the extent of clearance works needed so it was agreed with the Borough Council to obtain a revised quotation for clearance of the section alongside the carpark. This has been obtained and subsequent letters and notices have been sent to the three land owners affected. Following the appropriate notification, the intention is to carry out the clearance work in February or March.

A further meeting with the working group is scheduled for the 4th April, following clearance work and to discuss the downstream connectivity issues.

In view of the above, the Board may want to consider how it wishes to resolve the on-going matter relating to the 300mm pipe crossing 37 New Road and its further views and instruction are requested on how it would wish us to proceed.

Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

Further to the last Board Meeting report a letter was issued to the applicants, and their agent Anglia Building Consultants (ABC), requesting the submission of the appropriate documents to the Board to regularise the situation. A response is still awaited.

In view of the above, the Board may want to consider how it wishes to resolve this on-going matter and its further instruction is requested on how it would wish us to proceed.

Residential development on land north west of Townley Close, New Road, Upwell – Mr & Mrs M Starr (MLC Ref No 523)*; Starr Developments* (MLC Ref Nos 540, 560 & 579); *Mr D Johnson (Plots 3 & 4)* (MLC Ref No 614 & 646); *Mr A Walshaw & Miss Brown (Plot 2)* (MLC Ref No 623) *& Mr S McCurry (Plot 5)* (MLC Ref No 631)

In accordance with the resolution made in Minute B.1122 Consulting Engineers' Report, including planning and consenting matters item v) Residential development on land north west of Townley Close, New Road, Upwell – Mr & Mrs M Starr (MLC Ref No 523), Starr Developments (MLC Ref Nos 560 & 579), Mr D Johnson (Plot 4) (MLC Ref No 614), Mr A Walshaw & Miss Brown (Plot 2) (MLC Ref No 623), Mr S McCurry (Plot 5) (MLC Ref No 631) and Mr D Johnson (Plot 3) (MLC Ref No 646) copies of letters sent in March 2019 requesting the Borough Council place an appropriate note with the Local Land Charges Register and advising Starr Developments that this had been done have recently been sent to the subsequent owners of plots 2, 3, 4 and 5.

Development at Plawfield Cottage, 112 Green Road, Upwell – Mrs E Rigby (MLC Ref Nos 567 & 606)

Further to the last Board Meeting report a letter was issued to the applicants, and their agent, David Trundley Design Services Limited, which resulted in the submission of an application for encroachment within the Board's 9.0m wide maintenance access strip. Following consultation with both the Board's Chairman and District Officer the application was recommended for approval subject to the imposition of several conditions to protect the Board's interests.

Development on land to the east of Church Field, south west of 54 Well Creek Road and east of Baldwins Drove, Outwell – Mr J Vickers (MLC Ref No 604)

Further to the last Board Meeting report a letter was issued to the applicant's agent, John Stephenson, who advised at the beginning of August that:

> "Please be advised that in respect of planning application ref no 17/01048/F, construction remains on-going.
>
> Regarding application nos 18/01548/F and 19/01231/F, both applications were refused and therefore building works will not go ahead"

The Borough Council planning application Ref 17/01048/F; MLC Ref No 535 relates to the construction of a general purpose agricultural barn.

No subsequent documentation has been received.

In view of the above, the Board may want to consider how it wishes to resolve this on-going matter and its further instruction is requested on how it would wish us to proceed.

Construction of 2 dwellings to replace mobile residential units at Stonehouse Road, Upwell, Mr & Mrs Loveridge (MLC Ref No 612)

Following notification by the developer that construction had recommenced, a site inspection of the installed surface water pipe was undertaken in December by the Consulting Engineer to ensure compliance with the consent conditions. At the time of the inspection only the surface water pipe infilling the watercourse at the rear of the site had been constructed, building work on the remainder of the site has yet to commence.

Proposed extension and alterations to existing dwelling at Eason House, 11 Well Creek Road, Outwell – Mr & Mrs Wadsley (MLC Ref No 620)

No further correspondence has been received from either the applicants or their agent and no action has been taken on the Board's behalf. However, it is noted that a non-material amendment was submitted to the Borough Council during the summer.

Single storey rear extension, alterations to dwelling and construction of a garage at 100 Church Drove, Outwell – Mr J Barrett (MLC Ref No 621)

Further to Minute B.1122 Consulting Engineers' Report, including planning and consenting matters ii) Application for 100 Church Drove, Outwell (MLC Ref No 621) a request has been made to the Borough Council to enter an appropriate note on the Local Land Charges Register.

Outdoor all weather riding arena (manège) at Belmont Garden, 68 St Peters Road, Upwell – Ms Y Parfett (MLC Ref No 634)

The applicant was advised that any surface water discharge must be attenuated to the greenfield run-off rate. A proposal was forwarded to the Board that included perforated drainage pipes leading to a fully attenuated discharge via a headwall into the Board's Stonehouse Road Drain. The Board's Chairman and Vice-Chairman were satisfied with the arrangements.

An application for encroachment within the Board's District Drain and associated maintenance access strip for the installation of the discharge pipeline and headwall was submitted and subsequently recommended for approval.

Norfolk Water Management Partnership [Norfolk County Council (LLFA)]

Local Flood Risk Management Strategy Policy Review 2021

No further correspondence has been received or discussion subsequently occurred concerning this matter.

General Advice

Assistance was provided, on the Board's behalf, in respect of the following:

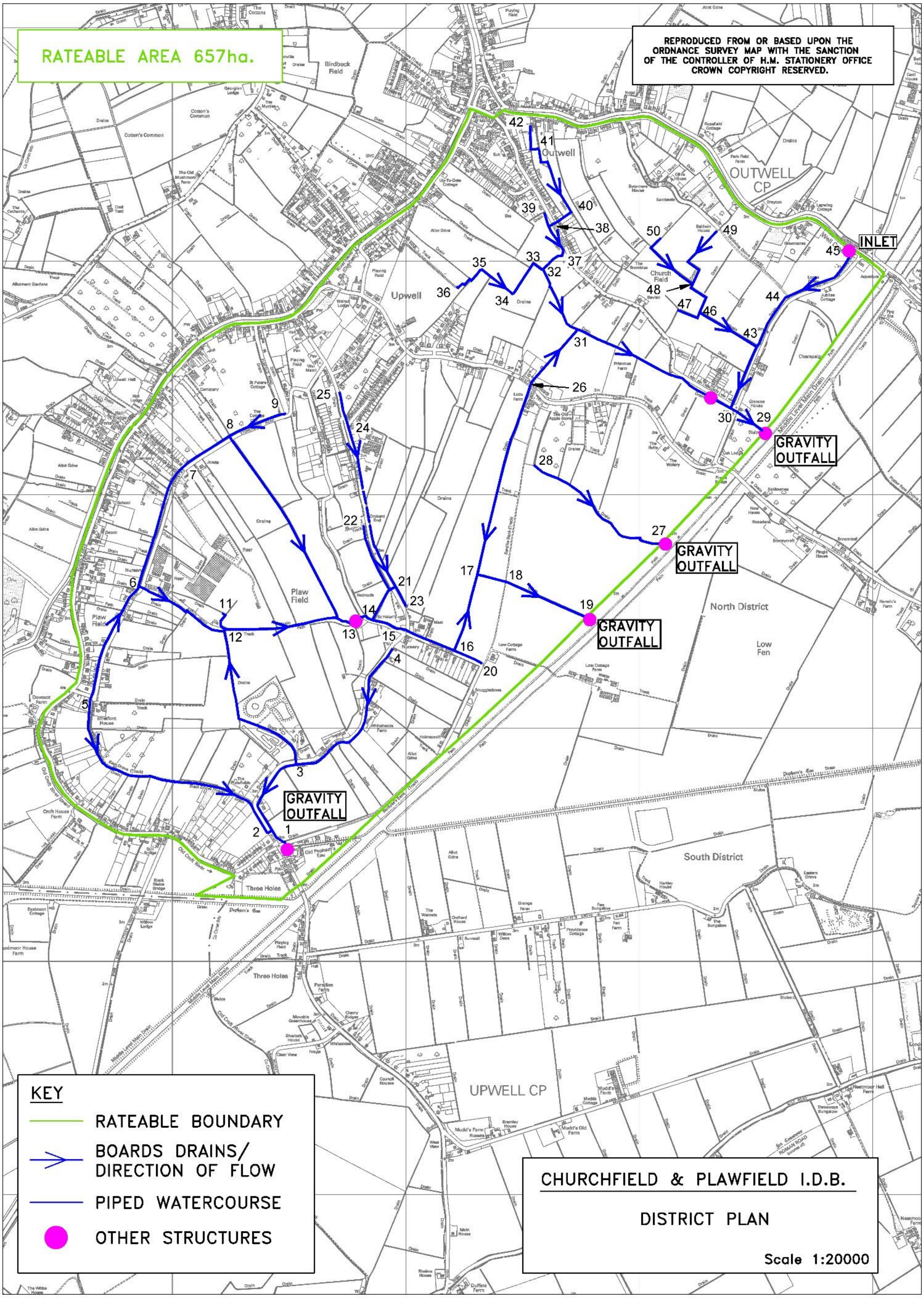
a. A Byelaw Consent application was received from UK Power Networks to install a 125mm diameter duct to insert an electricity cable within the 9 metre byelaw strip of the district watercourse between Points 14 and 15. The minimum cover of the cable should be 600mm and include the provision of marker posts. Work is on behalf of Justdogz Kennels.

b. Other site visits have been made at the request of the Board's District Officer to undertake investigations into possible byelaw infringements. These include unconsented discharges and planting of conifers.

Consulting Engineer

14 February 2022

Churchfield & Plawfield I.D.B (306)\Reports\February 2022



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Development at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309, 338, 375, 461, 551, 568 & 640)

Miss Ablett reported it appeared several items had been placed within the Board's maintenance strip and enquired how the Board wished to deal with the contravention of the Board's byelaw.

Members considered the items deposited were not causing a problem at the moment, however all landowners/occupiers must be treated equally. They agreed a letter should be sent to the applicant advising them of the encroachment and although maintenance works could be undertaken at this point in time, should the position change in the future, any items placed within the maintenance strip would have to be removed.

Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

Miss Ablett reported that following the last Board meeting a further letter had been sent to both the applicants and their agent requesting submission of the appropriate documents relating to the byelaw/discharge consents required to regularise the erection of a barn and stables close to the Board's drain, but a response had not yet been received. She enquired what action the Board wished to take.

Mr G Boyce reported there had been a change of ownership, which would explain why a response had not been received and advised that Mrs Garrod was the current owner.

Members considered a letter should be sent to Mrs Garrod, at the same address, explaining the situation regarding the requirement to request consent from the Board and advising of the appropriate documents that must be submitted. The Chairman requested a copy of the letter be forwarded to him and the District Officer.

The Right to Connect

Miss Ablett reported the Middle Level Commissioners had been asked to write to the Government to voice concerns over the Right to Connect to public sewers for new housing development and how this is expected to increase flood risk. The LLFA was going to request the Right to Connect be stopped or changes to it considered.

However, where a Board's District includes re-development of sites within older parts of town centres, more sustainable discharge points for site drainage could be more costly. (Infiltration systems, balancing ponds etc.)

Although this matter is not of much concern to this Board, the Planning Engineer had asked whether the Board would support removal of the Right to Connect to public sewers or not.

Members agreed this should be opposed

RESOLVED

i) That the Report and the actions referred to therein be approved.

ii) Development at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309,338,375,461,551,568 & 640

That a letter be sent to the applicant advising them of the encroachment and although maintenance works could be undertaken at this point in time, should the position change in the future, any items placed within the maintenance strip would have to be removed.

iii) Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

That a letter be sent to Mrs Garrod, the new owner, explaining the situation regarding the requirement to request consent from the Board and advising of the appropriate documents that must be submitted.

That a copy of the letter be forwarded to the Chairman and the District Officer.

iv) That the Board opposes the Right to Connect by public sewers

B.1161 Capital Improvement Programme

Members considered the Board's future capital improvement programme viz:

Churchfield & Plawfield Internal Drainage Board

Capital Improvement Programme (2022/2023)		PREVIOUS YEARS	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Structures	Gravity outfall refurbishment/replacement	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Control structure refurbishment/replacement	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Inlet structure refurbishment/replacement	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Refurbishment of culvert at Small Lode (Point 26)	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Sulivans dam refurbishment	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Works to Townley Close/New Road Watercourses	5	0.0											
			0.0											
	Culvert refurbishment - points 2-4 & 21-25	0	7.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.0
	Culvert improvement programme	0	0.0	0.0	5.0	5.0	5.0	5.0	0.0	0.0	0.0	0.0	0.0	20.0
Drainage Channels														
		5	**7.0**	**7**	**5**	**5**	**5**	**5**	**0**	**0**	**0**	**0**	**20**	**54**

The Chairman reported the capital improvement programme included the Board's culvert improvement plans and confirmed it was hoped works to culverts at Points 2-4 and 21-25 would be undertaken over the next two years. He advised that until all culverts had been inspected the Board could not be certain of the costs involved.

Miss Ablett confirmed that a provision had been included in the budget for the culvert improvements, but this was only an estimate. She reminded Members of the limited funds available to the Board and stressed the importance of obtaining accurate costings of any works to be undertaken, which would assist the Board with planning improvement works accordingly.

The Chairman agreed the cost of the culvert works was unknown and could be significant due to road closures that would be required.

The District Officer advised there was an issue with the culvert under New Road, which was in poor condition and had already been surveyed.

The Chairman enquired whether the Consulting Engineer should be requested to review the survey that had previously been carried out by ADC Ltd., together with the photographs that had been taken of the culvert, to obtain an engineer's opinion on the necessary works and to discuss this with both him and the District Officer.

Members agreed this was the best way forward.

<u>RESOLVED</u>

That the Capital Programme be approved in principle and kept under review.

That the Consulting Engineer reviews the survey carried out by ADC Ltd, together with photographs from approximately 2 to 3 years ago and discusses the works necessary, together with the likely costs involved with both the Chairman and District Officer.

<u>B.1162 District Officer's Report</u>

The Board considered the Report of the District Officer, viz:

District Officer's Report 2021-2022

Maintenance work was again completed by The King's Lynn Consortium of Internal Drainage Boards.

Remedial works between Points 35 and 36 are still to be completed.

The control structure at Point 14 is being monitored.

Two unconsented discharges were noted during an inspection. These are being investigated.

Following discussion with the occupiers, the conifers planted on the brink of The Board drain between Points 6 and 7 are to be removed.

The nursery stock, previously planted on the access strip between Points 48 and 49, have been removed.

Levels are still being monitored either side at Point 26.

Fly-tipping and litter has been at an all-time high, with one instance requiring the use of a substantial digger to remove it (Point 12).

Reports have been received of a private watercourse holding up water – to be discussed.

Board members to advise on any further potential issues please.

Maintenance for the forthcoming season:
The usual flailing, weed raking and jetting (as and when required) should hopefully be sufficient.

The following will remain on my reports for the foreseeable future.

Comment: I prefer to keep my report brief, factual and written in the third person. However, I would like to put on record that, in my opinion, the number of new dwellings and associated impermeable surfaces planned for the North-West of the district in the near future will render that part of the system inadequate in a high rainfall event, leading to significant localised flooding.

Addendum: I have held the position of District Officer for nearly thirty years and, regardless of rainfall totals, the workload has steadily grown alongside the increase in local development, with the associated paperwork, site visits etc. Hourly remuneration has, in real terms, therefore decreased. Although I am not in this position for profit, I would like The Board to consider raising my fee from the current £1,643 plus expenses, to £3,200.

Mr G Boyce enquired what action was officially required by the Board regarding fly-tipping. Miss Ablett advised that if rubbish was in a private drain, its removal was the responsibility of the land owner, however it was the Board's responsibility to remove rubbish from its maintained drains to ensure that the flow of water was not restricted.

She advised that Fenland District Council, when asked, would remove any fly-tipping/rubbish if it was cleared from the drain and left at the roadside, however this was not the case with the Borough Council of Kings Lynn and West Norfolk.

Councillor Crofts reported that the Borough Council of Kings Lynn and West Norfolk had recently employed 2 members of staff to deal with the matter of fly-tipping and it was hoped they would react in a timelier manner to reported incidents. He confirmed that any concerns regarding fly-tipping could now be reported online.

The District Officer enquired whether rubbish removed from the drains and left at the roadside by the Board would be collected. Councillor Crofts confirmed it would.

Mr P Allen reported a large car port had been erected within the Board's maintenance strip at a property in the proximity of School Road and enquired whether a consent application had been received.

The Chairman advised the drain was not maintained from the side on which the car port had been erected however, a consent application should still be made by the resident. Mr P Allen advised there were new owners of the property and as the car port was erected before they purchased the property, they would probably be unaware of the situation and of the Board's requirements.

Members agreed a letter should be sent to the resident advising that a consent application must be made for the car port that had been erected within the byelaw strip or it would have to be removed.

Miss Ablett asked the District Officer to provide her with the resident's contact details.

The Chairman referred to the comments made by the District Officer in his report, relating to his fee and reminded Members of the considerable work carried out by the District Officer on behalf of the Board and of his conscientiousness. Members discussed the proposed fee and agreed that the sum allowed for the District Officer's services should be increased.

The Chairman highlighted to members that the District Officer may wish to retire one day and he enquired whether members were aware of anyone who would be interested in shadowing the District Officer to gain an understanding of the role, He added that if members became aware of anyone who had an interest in drainage to bear this in mind.

(NB) – Mr D J W Boyce declared a financial interest when this item was discussed.

<u>RESOLVED</u>

i) That the Report and the actions referred to therein be approved and that the Officer be thanked for his services over the preceding year.

ii) That a letter be sent to the resident advising that a consent application must be made for car port that has been erected within the maintenance strip or it would have to be removed.

(Name and address to be provided by District Officer)

B.1163 Conservation Officer’s Newsletter and BAP Report

Miss Ablett referred to the Conservation Officer’s Newsletter, previously circulated to Members.

Members considered and approved the most recent BAP report, viz:

Churchfield & Plawfield Internal Drainage Board

Biodiversity Action Plan Report 2021-22

Environment Act (2021) and note on 2021-22 BAP report

The new Environment Act recognises the key roles IDBs play in nature conservation (Photo: PB)

The Environment Act (2021) passed into UK law in November 2021 with the aim of protecting and enhancing our environment for future generations. The Act includes bold aims to ‘halt the decline in species by 2030’, improve air quality, natural habitats and how look at how resources may be better used. For Internal Drainage Boards ADA describes the Act as bringing ‘impacts and opportunities’ which recognise the important role IDBs have to play in some of these targets. Areas of particular interest to IDBs are:

- Biodiversity Assessment and Reporting
- Species Conservation Strategies and Protected Sites Strategies
- An Office for Environmental Protection (OEP) to uphold environmental law

Following the note in the 2020-21 report, work is underway to update IDB Biodiversity Action Plans in line with the newly available ADA guidelines; Boards will be notified when this is ready. As part of this process voluntary submissions for an IDB ‘Biometrics survey’ were issued by ADA in autumn 2021 and were submitted on behalf of the Board by the Conservation Officer. This survey aims to gather data relevant to key targets of the Biodiversity Action Plan with a view to putting IDBs ‘on the front foot’ with regards future Biodiversity reporting and assessment, like that laid out in the Environment Act above.

The Conservation Officer is happy to field any questions on the subject and will continue to work with Boards on existing and future plans.

Churchfield & Plawfield IDB Report Summary

Water Voles

Board drains all show consideration given to sensitive maintenance.

As always, Boards are reminded to contact the Conservation Officer *before* any bank reprofiling or other works that may impact water voles take place. If unsure, please contact the Conservation Officer regardless.

Barn Owls

CO has bought replacement for the old box at Pingle Bridge, suggestions for new locations welcomed.

Planning Issues

The CO has contributed to ongoing discussions regarding environmental considerations at Upwell Health Centre.

Invasive Species

None recorded during visits. Mink raft active at the Aqueduct/Well Creek.

Training

No training opportunities possible in 2021 due to Covid-19 guidelines. New sessions are planned in 2022 covering two important areas of our work; it is hoped that IDBs will be able to use the opportunities to refresh their knowledge on the subjects and/or enhance the skills of contractors/staff who may not have received such training before.

Tuesday 22nd March 2022: Non-native species workshop. Venue: Oliver Cromwell Hotel, March. 10-1pm.

The culmination of our Floating Pennywort awareness project, this training morning will provide an up-to-date summary of invasive species, both flora and fauna, to look out for in the Middle Level. Guest speaker(s) TBC.

May/June date TBC: Water voles - ecology, legislation and mitigation: a guide for IDBs. Venue: Middle Level Offices, March (followed by visit to local drain)

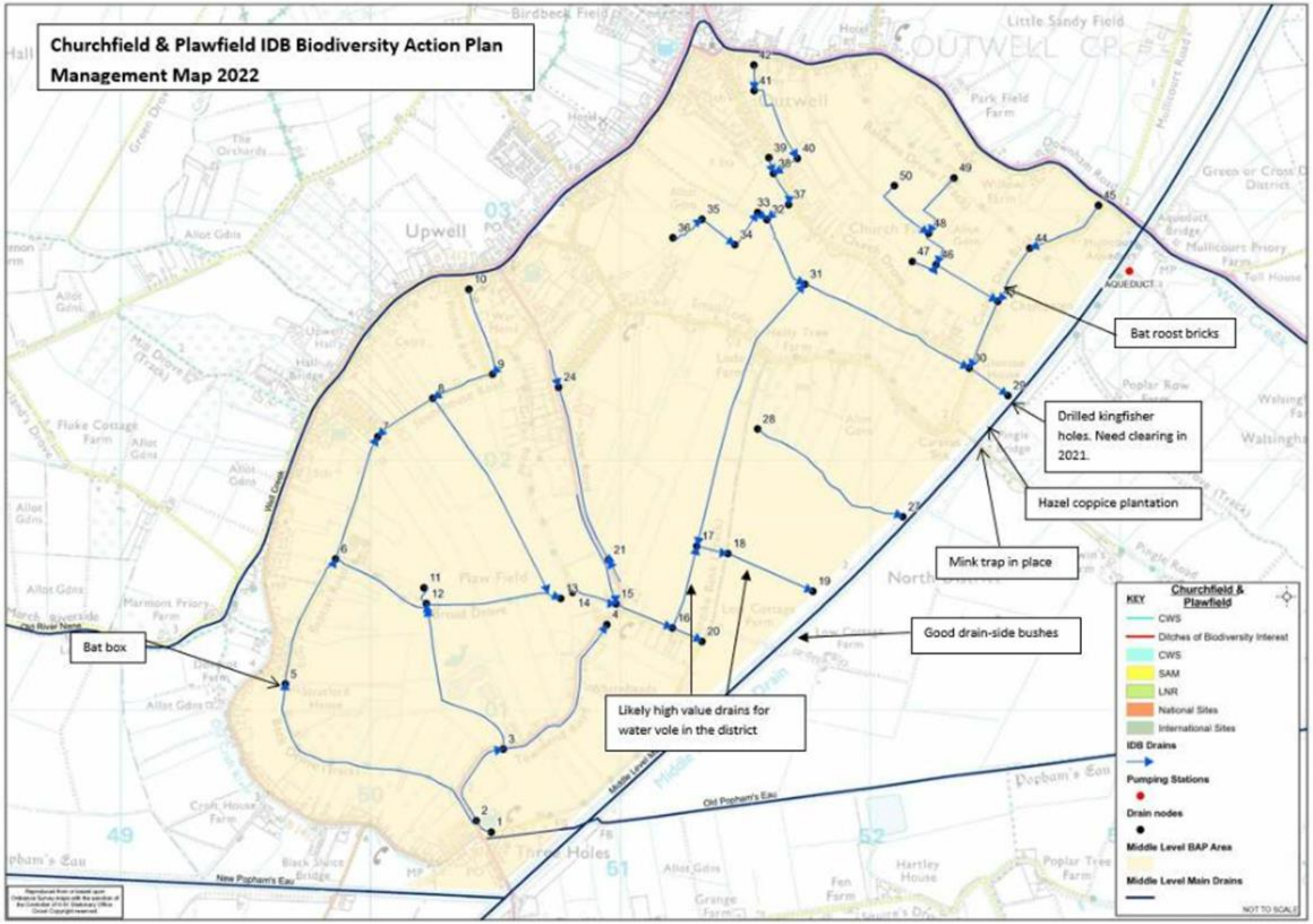
This training will be led by Julia Massey CEnv MCIEEM a Principal Ecologist with many years of experience working with water voles in the fens. It will cover the key elements of the species' ecology and how it relates to the work of IDBs.

Peter Beckenham, Conservation Officer for Middle Level Commissioners

Peter.beckenham@middlelevel.gov.uk

07765 597775

Churchfield & Plawfield IDB Map 2021-22



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Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Conservation Officer	2015	Plan finalised and followed each year	*A map-based is attached. It will be amended as further information is gathered.*
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Conservation Officer	Ongoing	If re-profiling is carried out, opportunities identified	*Not aware of re-profiling carried out during the period.*
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Conservation Officer	Ongoing	Length of ditch with ledge / natural vegetation revetment	*As above.*
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Conservation Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	*Ditches of interest identified on Management Plan map.*
3	Support the Conservation Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Conservation Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Conservation Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Environmental Officer	*No enquiries were received during the period*
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate (see Appendix F for species list)	Conservation Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Conservation Officer	*Monitoring ongoing*

Reedbed Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map any areas of reedbed over 0.5ha in size	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, Natural England, Environment Agency	2013	Review of reedbed areas carried out	*No areas of reedbed over 0.5ha identified.*
2	Support appropriate reedbed creation	2.2	Manage the District adopted drains, where possible, to assist private landowners who wish to create areas of reedbed on their own land	Wildlife Trust, Environment Agency	Ongoing	(a) Number of requests received (b) Number of landowners assisted	*No requests received.*
3	Take conservation value of reedbed into account when planning and carrying out ditch and river maintenance	3.2	Where reeds are present, commence mowing or cleansing work outside the bird breeding season (7th April – 15th July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Conservation Officer.	Conservation Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	*Management work was not carried out during the bird nesting period.*

Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	*(a) None (b) None*

		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	*No flood storage areas or reservoir projects arose during the period*
		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	*No information requests were received*
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3)	Conservation Officer	2010	One pool successfully created	*No new opportunities for this method arose.*

Water Vole Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches according to the law and to best practice for water vole	1.1	Assume water voles are present when carrying out works and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	*Water vole Best Practice methods were used*
		1.2	Publicise good practice for rat control near drainage ditches	Conservation Officer, Wildlife Trust	Ongoing	Good practice publicised	*Best Practice for rat control has been previously publicised in the Environmental Officer's Natural Level newsletter.*
2	Enhance drainage ditch habitat to benefit water vole	2.1	Look for opportunities to add a marginal shelf when re-profiling banks	Conservation Officer	Ongoing	(a) Opportunities identified (b) Measures taken	*No opportunities identified; no measures taken during the period.*

		2.2	Consider using coir roll to stabilise banks and provide marginal vegetation	Conservation Officer	Ongoing	(a) Sites considered (b) Measures taken	*No appropriate sites or opportunities arose during the period.*
3	Monitor water vole populations	3.1	Set up a survey programme to monitor water vole populations	Conservation Officer, Wildlife Trust	2010	Surveys carried out	*Conservation Officer to periodically survey Board drains*
		3.2	Provide data on water vole to the relevant Biological Records Centres	Conservation Officer, CPERC, NBIS	Ongoing	Data sent via Environmental Officer annually	*Data sent to CPERC.*
4	Control mink as necessary	4.2	Carry out mink control as part of the Middle Level programme and report all sightings to the Conservation Officer	Conservation Officer	Ongoing	(a) Number of trapping days (b) Number of mink caught	*Mink raft in place at Pingle Bridge and Aqueduct (courtesy of WRE).*

Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Conservation Officer	2012 and ongoing	Sites identified and listed in management plans	*Suitable habitat and popular sprainting sites represented on map*
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Conservation Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Conservation Officer, if found	*No dead otters were reported*
3	Reduce otter deaths related to eel and crayfish	3.1	Report incidents of suspected illegal netting, trapping or fishing to the	Environment Agency, Angling Clubs &	Ongoing	Incidents reported, if discovered	*No reports or indications of illegal trapping noted. Members are encouraged to*

	trapping and road traffic		Environment Agency Fisheries Officers and the Conservation Officer	syndicates			*report any suspicious activity or illegal fishing to the EA or Conservation Officer.*

Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	*Two bat boxes previously installed at 2 sites. Appear in good condition.*
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	*No trees identified.*
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Conservation Officer, Bat Conservation Trust	As opportunities arise	(a) Potential sites looked for (b) Site created	*4 bat bricks were installed under a culvert in 2015.*
2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	(a) Number of boxes monitored (b) Number of boxes used by bats	*(a) two (b) 0*
		2.2	Pass bat box information to CPBRC and NBIS	Conservation Officer, CPBRC, NBIS	2015 onwards	Data via Conservation Officer annually	*Annually if box found to be occupied by bats.*

Kingfisher Action Plan

Target Reference	Target	Action Referenc e	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of kingfisher habitat	1.1	Provide at least one potential nest hole in sheet pilings	Conservation Officer	Ongoing	Number of nest sites provided	*One site provided.*

		1.2	Leave kingfisher fishing perches where possible (e.g. occasional branch)	Conservation Officer	Ongoing	Number of perch sites left	*There are many natural perch sites for kingfishers available along the Old Pop and Main Drain.*
2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Environmental Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent annually	*Kingfishers seen regularly on Main Drain*

Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least one barn owl nest box in a suitable location	Wildlife Conservation Partnership	2015	Number of nest boxes provided	*2 previously but CO to confirm current situation.*
		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	*None*
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use. Have occupied boxes checked for success by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	*(See 1.1)*
		2.2	Pass barn owl box information to CPBRC and NBIS	Conservation Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Conservation Officer annually	*Annual when box is occupied.*

B.1164 District Officer Expenses

The Board gave consideration to the appropriate reimbursement of the out-of-pocket expenses for 2022/2023 incurred by the District Officer on the Board's behalf.

RESOLVED

i) That the Board agree that reasonable out of pocket expenses incurred by the District Officer for 2022/2023 be allowed, if substantiated by an invoice and that the Chairman be authorised to agree the final amount.

ii) That the Board agree that a sum of up to £3,200 be allowed for the services of the District Officer for 2022/2023.

iii) That the payment submitted for 2021/2022 in the sum of £2,620.73 be approved.

(NB) – Mr D J W Boyce declared a financial interest when this item was discussed.

B.1165 State-aided Schemes

Consideration was given to the desirability of undertaking further State-aided Schemes in the District and whether any future proposals should be included in the capital forecasts provided to the Environment Agency.

RESOLVED

That no proposals be formulated at the present time.

B.1166 Environment Agency – Precepts

Miss Ablett reported that at the Environment Agency Flood Defence Committee Meeting, the Committee voted to adopt an indicative 2% increase in the precepts of IDB's for the next 6 years commencing from 2022/23, with the ability to revisit annually should exceptional circumstances indicate this is required.

The Committee voted for a 0% increase (for exceptional circumstances) above the indicative 2% increase for the year ending 31st March 2023 – total of a 2% increase in the level of precept on IDB's for the year ending 31st March 2023.

The precept for 2021/2022 was £2,838.37

B.1167 Association of Drainage Authorities Subscriptions

Miss Ablett reported that the Clerk had been advised that ADA has increased subscriptions by 1% for 2022 from £565 to £571.

RESOLVED

That the requested ADA subscription for 2022 be paid.

B.1168 Health and Safety

Further to minute B.1133 the Chairman advised the Board had previously had one meeting with COPE Safety Management, however as the Board had no pumping stations, he did not feel it necessary to have a meeting every year.

The Chairman reminded members of the risk relating to lone working, which would always be a matter of concern. He confirmed that as long as someone was aware of where the District Officer was working and of when his work was likely to be completed the Board were meeting Health & Safety requirements. The District Officer confirmed that either Mr G Boyce, his father or his wife were made aware of his location so somebody always knew where he was and as he had his mobile phone with him at all times, they were also able to keep in contact.

The Chairman advised that as Health & Safety had to be monitored continually, he considered the Board should request a meeting in the coming year.

The District Officer enquired whether there were any lone working and working near water risk assessments available.

The Chairman requested the Consulting Engineer forward details of lone working and working near water risk assessments to the District Officer.

RESOLVED

That a Health & Safety meeting with COPE Safety Management be arranged for the coming year.

That the Middle Level Commissioners arrange for details of lone working and working near water risk assessments be sent to the District Officer.

B.1169 Annual Accounts of the Board – 2021/2022

Miss Ablett reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts were required to be approved by resolution on or before 30th June.

B.1170 Defra IDB1 Returns

Miss Ablett referred to the completed IDB1 form for 2020/2021 which the Board noted and approved, viz:

Internal Drainage Boards in England

Department for Environment Food & Rural Affairs

Annual Report for the year ended
31 March 2021

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 30 September 2021 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink.**

Please round all cash figures down to nearest whole £.

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2021- 22

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2021-22 (forecast)	
Name of local authority	**2021-22 forecast £**
1. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	25,088
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	25,088

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2021

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2021 £
INCOME		
1. Drainage Rates		4,988
2. Special Levies		22,539
3. Higher Land Water Contributions from the Environment Agency		0
4. Contributions received from developers/other beneficiaries		468
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		41
10. Rents and Acknowledgements		0
11. Other Income		350
Total income		**28,386**
EXPENDITURE		
12. New Works and Improvement Works		3,922
13. Total precept to the Environment Agency		2,838
14. Watercourse maintenance		13,159
15. Pumping Stations, Sluices and Water level control structures		0
16. Administration		6,904
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		470
22. Other Expenditure		273
Total expenditure		**27,566**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**820**
24. Developers Funds income not applied in year		13,559
25. Grant income not applied in year		0

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).

12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.

13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.

14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.

15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.

16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.

17. State all costs associated with the PSCA

18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.

19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.

20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.

21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.

22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.

24. Total balance of developer fund year end.

25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA?...Yes ☒ No ☐

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan ....Yes ☒ No ☐

If "yes" is the Biodiversity Action Plan available on your website?...Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated?)............................ 2021

Have you reported progress on BAP implementation on your web site?..................................Yes ☒ No ☐

When was biodiversity last discussed at a Board meeting (date)?............................ 08/03/2021

Do you have a biosecurity process?...Yes ☒ No ☐

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans?...Yes ☐ No ☒

If so, which ones:

Area of SSSI with IDB water level management plans............................

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

- Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) ☐
- Co-opted members ☐
- Directly employed staff ☐
- Contracted persons or consultants ☒
- Environmental Partners/NGOs ☐
- Other (please describe) ☐

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

- ADIS ☐
- Paper Records ☒
- Other Electronic System ☒

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? Yes ☒ No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

18

How many pumping stations does the Board operate?

0

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

0

Health and Safety

Does the Board have a current Health and Safety policy in place? Yes ☒ No ☐

Does the Board have a responsible officer for Health and Safety? Yes ☒ No ☐

Have there been any reportable incidents in the past year? Yes ☐ No ☒

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided training for board members in the last year in the any of the following areas?

- Governance ☐
- Finance ☐
- Environment ☐
- Health, safety and welfare ☐
- Communications and engagement ☐
- Other (please describe) ☐

No training has been provided for board members during the year ended 31st March 2021.

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)..........Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems?..........Yes ☒ No ☐

Has your board published all minutes of meetings on the website?.......... Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders .... Yes ☒ No ☐

Have the Standing Orders been approved by Ministers ....Yes ☒ No ☐

Byelaws ....Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012.......... Yes ☒ No ☐

Have the Byelaws been approved by Ministers..........Yes ☒ No ☐

Code of Conduct for Board Members..........Yes ☒ No ☐

Financial Regulations...Yes ☒ No ☐

Register of Member's Interests...Yes ☒ No ☐

Anti-fraud and corruption policy... Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	15
Seats available to appointed members under the Land Drainage Act 1991.	9
Number of elected members on the board at year end.	8
Number of appointed members on the board at year end.	7
Mean average number of elected members in attendance at each board meeting over the last financial year.	4
Mean average number of appointed members in attendance at each board meeting over the last financial year.	3

Have you held elections within the last three years?..Yes ☒ No ☐ N/A ☐

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?......................... Yes ☒ No ☐ N/A ☐

Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?..Yes ☒ No ☐

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

- Press releases ☐
- Newsletters ☐
- Web site ☒
- Meetings ☒
- Shows/events (including open days/inspections) ☐
- Consultations ☐
- Notices ☒

Percentage (in value) of drainage rates outstanding at year end?

1.01%

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

I confirm that the information provided in sections A-C or with this form is correct.

Signature	SJ Ablett
Date	27/09/2021
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	Sam.ablett@middlelevel.gov.uk

B.1171 Review of Internal Controls

The Board considered and expressed satisfaction with the current system of Internal Controls.

B.1172 Risk Management Assessment

The Board considered and expressed satisfaction with their current Risk Management Policy.

B.1173 Transparency Code for Smaller Authorities

Miss Ablett reported that, as resolved at its' last meeting, the Board will continue with a limited assurance review and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

RESOLVED

To continue with a limited assurance review as has been carried out in previous years.

B.1174 Exercise of Public Rights

Miss Ablett referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

B.1175 Payments

The Board considered and approved payments amounting to £5,895.50 which had been made during the financial year 2020/2021 (1st February to 31st March 2021) and £25,344.15 made during the financial year 2021/2022 (1st April 2021 to 31st January 2022), viz:

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

Payments 2020/2021 (1st February 2021 - 31st March 2021)

Middle Level Commissioners - Contribution (Environmental Officer)	470.00
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2020-2021	6.00
Upwell Playiing Field Committee - Refund of Discharge consent application fee	300.00
District Officer's expenses 2020/2021	2,499.52
Information Commissioner - Data Protection Registration renewal	40.00
Middle Level Commissioners - Fees (Planning and development applications)	1,655.98
Association of Drainage Authorities - Annual Subscription 2020	678.00
Middle Level Commissioners - Health and Safety re-charges for 2020-2021	240.00
Middle Level Commissioners - Land Registry search fee	6.00
	5,895.50

Payments 2021/2022 (1st April 2021 - 31st January 2022)

Harrison Agricultural Contracting Limited - Flail mowing	90.00
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,829.51
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,711.21
Environment Agency - Precept	1,419.19
PKF Littlejohn LLP - Audit fee (2020-2021 accounts)	240.00
Middle Level Commissioners - Administration charge, postages and telephone charges	2,696.74
Middle Level Commissioners - Renewal of insurances	279.43
Middle Level Commissioners - Fees (Planning and development applications)	1,588.81
Environment Agency - Precept	1,419.18
King's Lynn Internal Drainage Board - Flail mowing	10,416.00
Harrison Agricultural Contracting Limited - Removing mattress from fishing lakes	151.20
Bank Charges - Refunded	6.00
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2020-2021 accounts)	558.00
Middle Level Commissioners - Fees (Planning and development applications)	914.88
Middle Level Commissioners - Land registry search fee	24.00
	25,344.15

(NB - Amounts shown include Value Added Tax)

(NB) – The District Officer declared an interest in the payment made to him.

(NB) – Councillor Crofts declared an interest (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.

B.1176 Expenditure estimates and special levy and drainage rate requirements 2021/2022

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2022/2023 and were informed by Miss Ablett that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 17.79% and 82.21%, viz:

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

BUDGET 2022/2023

		Estimated 2021/2022 £	Probable actual 2021/2022 £	Budget proposal 2022/2023 £
1	Insurances	250	280	300
2	District work and repairs and renewals (including Environmental measures)	11,650	13,500 [A]	14,650 [B]
3	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	7,300	7,250	7,300
4	Improvement works	9,000 [C]	12,436 [D]	7,000 [E]
5	Environment Agency Precept	2,838	2,838	2,895
		31,038	36,304	32,145
	LESS Deposit Accounts interest	713	5,785 [F]	657
		30,325	30,519	31,488

Remarks

A -	Includes for:	
	Flail mowing/weed cutting	8,680
B -	Includes provision for:	
	Flail mowing/weed cutting	9,000
C -	Include for unbudgeted works at Townley close 19/20 & 20/21	
D -	Includes for works at Townley Close	5,000
	Recovery of prior years unbudgeted costs	7,436
E -	Proposed funding for improvement programme	
F -	Provision to re-charge third parties for works at Townley Close (not yet invoiced)	5,000

		2021/2022 Estimated	2021/2022 Probable actual	2022/2023 Budget proposal	
Estimated General Fund					
Opening Balance		17,584	17,584	25,020	
Rate set	6.30p	30,519	30,519		
Rate Required				31,488	6.50 p
Net Expenditure		30,325	30,519	31,488	
Use of balances		9,000	7,436	0	
Closing Balance		26,778	25,020	25,020	

Churchfield & Plawfield Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2022/2023 is:-

a) Proportion to be borne by the Agricultural Sector – 17.79%.

b) Proportion to be borne by Special levy issued to the Borough Council of Kings Lynn and West Norfolk – 82.21%.

The product of a rate of 1p in the £ on Agricultural land and buildings is £862.

In 2022/2023 a rate of 1p together with corresponding Special levy would raise £4,844.

Estimated revenue cash balance in hand on 31st March 2022 – £25,000.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2022/2023 is £31,488, is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 6.50p and

b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £25,885.

In 2021/2022 a rate of 6.30p in the £ was raised together with a Special levy of £25,088 on the Borough Council of Kings Lynn and West Norfolk.

D C THOMAS

Clerk to the Board

February 2022

RESOLVED

i) That an additional £1,000 be added to the estimates in respect of an increase in the sum allowed for the services of the District Officer.

ii) That the estimates be approved.

iii) That a total sum of £38,754 be raised by drainage rates and special levy.

iv) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £6,896 and £31,858 respectively.

v) That a rate of 8p in the £ be laid and assessed on Agricultural hereditaments in the District.

vi) That a Special levy of £31,858 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.

vii) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution (vi).

viii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1177 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Monday the 6th March 2023 at 7.00pm at the Crown Lodge Hotel, Outwell.

………………………………………………
Chairman
6th March 2023